

**SOOS CREEK WATER AND SEWER DISTRICT**  
**Process and Time Frames for Development Projects**

	<u>Process</u>	<u>Time Frame</u>	<u>Cost</u>	<u>Who Pays?</u>
1a	<b>Inquiry -</b> For those who are looking to buy/sell property, have failing septic tanks, additions to homes or buildings 1 SFR may want to consider developing and don't have development plans at the time of the meeting. Developers- see #2.	Allow up to 10 days	No charge	SCWSD
1b	<b>Apply for Sewer / Water Availability-</b> For anyone who needs to obtain a water or sewer certificate of availability.	Up to 10 biz days	\$100 each utility	Developer
2	<b>REQUIRED - Pre-Application/Pre-Design Meeting -</b> Discuss water/sewer availability, route, design standards & requirements with customer before they proceed with their project plans. An Engineering Representative will be present at the meeting. The meeting fee is \$300 due at the time of the meeting.	1- 2 weeks to schedule with all parties.	\$ 300 per hour	Developer
3	<b>Developer Extension Application -</b> The developer submits preliminary civil paper plans and an ACAD disk to our office with an application. The District's engineering office will review the plans and prepare a Developer Extension Agreement quote and list the permits that will be required. The quote will be given to the developer and the developer can request in writing if they would like to proceed with a contract. No major plan review will be done at this point.	2 weeks to get the DE quote back	\$1,250 per utility Intake Fee	Developer
4	<b>Enter into a DE (Developer Extension) Agreement -</b> A DE agreement is a contract with the District that allows a developer to install mainline and connect to our system. Once the District has a signed DE agreement on file, the District will begin reviewing project plans and prepare the red line comments.	Allow one week from the day the District receives a written request.	Varies by project. See DE for fees.	Developer
5	<b>Plan Review -</b> When the developer's engineer has preliminary plans ready they should be submitted to the District with 2 full size sets of paper plans, stapled on the left, and 1 disk with the CAD files of the plans. The District's consulting engineers will review the plans and mark up the red lines. In addition, they will add MH #'s, as built #'s and easement #'s.	4 weeks to receive red lines from the District.	1st review cycle paid by the District. See DE for additional fees.	District/ Developer
6	<b>Optional Red Line Review Meeting-</b> When preliminaries are turned in to the District they will be reviewed and red lined by the District Engineers, then a meeting can be set up with the developer and their engineer to review the red line plans. The red line meeting is an optional meeting and may be skipped if an engineer is familiar with the District's design standards and red line procedures.	4 weeks to receive red lines from the District.	\$ 300.00 per hour	Developer
7	<b>Final Plans-</b> Signed, final plans should be provided to the District after all revisions to the preliminaries have been resolved. The District will require <u>9 full size copies of the plans and 3 ½ size (11 x 17) copies of the plans and thumb drive with the CAD files of the plans.</u> Two sets of approved and stamped plans will be returned to the Developer.	Timing is up to the developer's engineer	See DE for fees	Developer
8	<b>Permits for Mainline Construction-</b> Permits need to be obtained by the developer's engineer. Permit applications, along with approved plans, and traffic control plans if required, should be submitted to the District for signatures and will be mailed to the permitting agency by SCWSD. Original permits will be returned to the District office. Permits are required before a preconstruction meeting can be scheduled. All permit fees will be invoiced to the project plus 20%.	2 -4 weeks for most permits, some permits may take longer to receive.	District will Invoice permit amount plus 20%	Developer
9	<b>Pre-Construction Meeting with the District-</b> A preconstruction meeting will be scheduled after all requirements are received by the District. <b>Developer Extension fees must be received prior to, or at the beginning of the meeting, or the meeting will be canceled.</b>	1- 2 weeks to schedule with all parties.	See DE for fees	Developer
10	<b>Survey/Staking-</b> The District Engineer will do vertical datum, site benchmark and 1st run of sewer main and manhole verification survey.	3-5 days after survey request has been received.	See DE for fees	District/ Developer
11	<b>Construction and Job Inspections-</b> Includes all inspections, sewer TV, and punch list items to meet District standards. Once all standards are met the field inspector will issue a completion memo to the District office staff and only then can they start the Bill of Sale and closing documents.	Varies by the job	See DE for fees	Developer
12	<b>Bill of Sale and Closing Documents -</b> Required closing documents include Bill of Sale, contractors release, engineer's release, paving deposit, value of systems form completed with back up invoices (will be used to determine Latecomer's amount), final compaction tests, easements, latecomers/special connection charges, and all invoices paid to date. Additional documents may be required. CRD's, as- built and the On-From-To will be prepared by the District based on the field and final construction notes.	4 weeks from Inspectors completion memo	See DE for fees	Developer
13	<b>Side Sewer/Meter Permits-</b> GFC's (general facilities charges), permit fees and O.M.D. (Operations, Maintenance and Depreciation) will be due at the time of application. Permits are only issued after the District receives all closing documents.	1 -2 weeks after closing documents -	See DE for fees	Developer or Builder

\* PLEASE REFER TO THE DE AGREEMENT FOR ADDITIONAL INFORMATION ON EACH STEP